

Additional County Rules For Type B Child Care Home Providers

In addition to the rules for certified Type B child care homes set forth in Chapter 5101: 2-14 of the Ohio Administrative Code, the Clermont County Department of Job and Family Services (CCDJFS) has adopted the following additional rules applicable to all provider applicants, certified providers, any adults residing in the home, the provider's designated emergency/substitute caregiver(s) and any adults with frequent, as determined by CCDJFS, or unlimited access to the child care home:

Criminal Records Searches: CCDJFS conducts criminal records searches at a cost to be incurred by CCDJFS for the following:

- Each applicant for certification, any adults residing in the home, the provider's designated emergency/substitute caregiver(s) and any adults with frequent, as determined by CCDJFS, or unlimited access to the child care home, shall complete an FBI criminal records check via Web Check.
- Once certified, an updated JFS 01328 or JFS01329(Statement of Non Conviction) and BCI & I and FBI criminal records check will be submitted annually (in February) by the provider, the provider's designated emergency/substitute caregiver(s), any adults residing in the home and any adults with frequent, as determined by CCDJFS, or unlimited access to the type B child care home. Failure to submit requested BCI & I and FBI criminal records checks will be grounds for revocation.
- CCDJFS may require the provider to submit an additional criminal records search upon receipt of a complaint regarding the provider, the emergency/substitute caregiver(s), any adults residing in the home or any adults with frequent, as determined by CCDJFS, or unlimited access to the child care home. Failure to submit requested criminal records searches will be grounds for revocation.
- If any adult household member leaves the home or an emergency/substitute caregiver discontinues service for thirty or more days, they may not re-enter the home or begin service until all new adult paperwork (BCI&I and FBI web check, local criminal records check, proof of Ohio residency and JFS 01328 or JFS 01329 ("Statement of Non Conviction") has been submitted by the provider.

Transportation: The provider and/or the emergency/substitute caregiver(s) shall not transport children, for a minimum of 3 years after the conviction and the individual has been fully discharged from imprisonment, probation and/or parole, if they have been cited for and found guilty of the following in the last three years:

- Driving under the influence of drugs or alcohol 4511.19
- Driving without proper child restraints 4511.81
- Driving without a valid driver's license 4509.37, 4510.02, 4510.07
- Driving without car insurance 4509.101

Juvenile Court Records Searches: A Clermont County Juvenile Court records search may be requested annually for any child living in the provider's home, age 12 to 17. No one under age 18 who has been adjudicated a delinquent child in violation of 5104.09 of the Revised Code may reside in the certified Type B child care home.

NOTE: Providers are responsible to report any of the convictions and citations from Rules 2 and 3 and any other convictions, arrests or guilty pleas listed in JFS 01328 or JFS 01329 within 24 hours or the next working day to their Home Provider Specialist. Providers are also responsible for reporting termination/suspension of their driver's license and/or car insurance within 24 hours or the next working day to their Home Provider Specialist. Failure to do so shall result in revocation of the provider's certificate.

Other Uses of the Home: If a provider/applicant's home is approved or licensed by any other agency as a foster home, half-way house, shelter or independent living center, the applicant shall inform CCDJFS and disclose the use of the home. Certification of the home shall be denied and/or revoked if the CCDJFS determines that any individual who resides in the home whose behavior or health endangers the health, safety and well being of children.

Reporting Requirements: The certified provider must report the following to the Home Provider Specialist within one working day:

- Plans to terminate a current placement, or whenever a consumer (parent) stops using a provider's services.
- Any problems or complaint concerning the consumer or the children in care.

- Providers are under a continuing obligation to supply additional information to CCDJFS, as necessary, to establish their on-going fitness for certification.
- Anytime a household member has been suspended or expelled from school.
- If either the provider or anyone residing in the certified type B child care home is providing foster care in the same home whether licensed by CCDJFS or any other agency.
- Providers are responsible for reporting any reasonable suspicion of child abuse or neglect. Failure to report abuse or neglect or failure to cooperate with the investigating authority during an open case involving the provider, the provider's child care placements, or the provider's household members shall result in revocation of the provider's certificate
 - **NOTE:** Failure to report timely or accurately shall result in revocation of the provider's Type B child care certificate.

Telephone Requirements: Each certified provider is required to have a working land line at all times in order to operate a Type B child care home. A mobile telephone is not acceptable as the only telephone communication for a child care home.

- Providers must report to their home provider specialist within 24 hours or the next working day any change in their telephone status or number.

Payment of Provider Training: Except as prescribed in the OAC 5101:2-14 the CCDJFS may charge for all or part of provider training costs. Failure to attend a pre-registered class without a 24 hour prior to class cancellation notification may result in revocation of your certificate to operate a type B child care home.

Emergency/Substitute Care: Providers may not use another certified provider as an emergency/substitute caregiver. Emergencies are impossible to predict, so one provider taking over for another in an emergency may result in the substitute having responsibility for more than 6 children, a violation of the Type B regulations. Providers may not use consumers or licensed foster care providers as emergency/substitute caregivers.

Frequency of Monitoring Visits: County agency representatives may make as many unannounced monitoring visits to the child care home as deemed necessary to ensure compliant operation of the Type B child care home.

Outstanding Overpayments/Welfare Fraud: CCDJFS shall refuse to process an application from an individual whose certificate was previously revoked due to fraud and who has not made restitution. CCDJFS shall refuse to process or continue certification with an individual who has been convicted of welfare fraud and/or who has any outstanding overpayments to any division in any CDJFS and has not made full restitution. Restitution in full must be made before the application will be processed. Restitution in full must be made in order to maintain certification.

Random Substance Abuse Testing: Random screenings will be required when:

- The provider/applicant, adult household member or substitute caregiver has a history of drug/alcohol-related arrests/convictions; **OR**
- There is a reasonable suspicion, as determined by CCDJFS, that a currently certified provider is abusing a controlled substance; **OR**
- CCDJFS has received a complaint that the provider is abusing a controlled substance.

Lead Safe Practice: For residences built before 1950, all interior surfaces and exterior common areas must be free of lead based, deteriorating paint. If hazardous conditions exist, all of the above mentioned areas must be abated and maintained in a lead safe manner in accordance with ORC 3701-32-17.

